



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380

MCO 1540.34B
TPI-23:am
20 Jan 1984

MARINE CORPS ORDER 1540.34B

From: Commandant of the Marine Corps
To: Distribution List

Subj: Unit Annual Training Duty (ATD) Baseload Management

Ref: (a) MCO 1500.40, Marine Corps Training Philosophy,
Definitions, Priorities and Training Requirements
(b) MCO P1001R.1E, MCRAMM (NOTAL)
(c) MCO P7100.8H, Field Budget Guidance Manual (NOTAL)
(d) MCO 4000.20B, Facilities Support Requirements
System (NOTAL)

Encl: (1) Baseload Plan for Fiscal Year (Sample Format)
(2) Overview of Unit Annual Training Duty (ATD) for
Fiscal Year (Format)
(3) Reserve Training Support Agreement Guidelines

Required Reports: I. Baseload Plan for Fiscal Year 19__
(Report Symbol MC-1540-05, paragraph 5b(3)
and enclosure (1))
II. Overview of Unit Annual Training Duty
(ATD) for Fiscal Year 19__ (Report
Symbol MC-1540-06, paragraph 5b(12)
enclosure (2))

1. Purpose. To publish instructions to provide the 4th Marine
Division/Wing Team (4th DWT) accessibility to training
resources in support of annual training duty (ATD)
requirements.

2. Cancellation. MCO 1540.34A.

3. Policy

a. These procedures are designed to afford commanders
ample opportunity to identify resources suitable for ATD
support. References (a) and (b) provide additional background
and guidance for the preparation and conduct of ATD with regard
to training and administrative requirements.

b. Primary responsibility for personnel/logistic
augmentation in support of ATD rests with the Reserve
component. Accordingly, the Regular component will provide
support on a mutually agreed upon basis and to a degree
compatible with operational tempo and resource availability.

c. Funding for ATD is provided to the Commanding Generals,
4th Marine Division and 4th Marine Aircraft Wing
(4thMarDiv/4thMAW) under Operation and Maintenance Marine Corps
Reserve (O&MMCR) appropriation funding for equipment support
and Reserve Personnel Marine Corps (RPMC) appropriation funding
for personnel support.

d. Responsibility for administering, supervising and
terminating Reserve personnel/equipment augmentation in support
of ATD rests with the CG's, 4thMarDiv/4thMAW unless specific
delegation of authority is mutually agreed upon with commanders
of the Regular component, as required.

e. Host installations will serve as points of contact and
coordination for all training support matters through direct,
continuous liaison with Fleet Marine Force (FMF) tenant
commands and Selected Marine Corps Reserve (SMCR) using units
for the planning and conduct of ATD, as mutually agreed upon.

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f. A host unit will be assigned for each SMCR ATD. The host units will be from FMF or base commands, depending on the nature of the ATD.

g. A written Reserve Training Support Letter of Agreement will be drafted for each ATD for FMFPac/Lant, base and 4th DWT representatives signatures.

h. The emphasis on FMF coordination throughout this Order is not intended to discourage the use of facilities such as MCDEC or MCLB, Albany which do not support FMF tenant units. In such cases, the Reserve Training Support Letter of Agreement will be signed only by the 4th MarDiv/4th MAW and base representative.

i. In addition, these procedures are designed to generate/maintain accurate baseload data for inclusion in appropriate fiscal/logistic planning publications; e.g., field budget guidance bulletins and facilities support requirements planning documents. References (c) and (d) pertain, respectively.

4. Scope. This Order pertains solely to augmentation support of SMCR unit ATD. Requests for personnel augmentation to support nonunit ATD Reserve training requirements will be submitted to CMC (Code RES).

5. Action

a. Commanding Generals of the Fleet Marine Forces, Atlantic and Pacific

(1) Review SMCR ATD baseload planning data and determine to what degree projected training requirements can be supported by FMF resources.

(2) Provide representation at the pre-ATD conferences and assist in the development of formal Reserve training support agreements which are feasible and mutually agreeable to all participants.

(3) Provide personnel, training and logistic support in accordance with provisions contained in Reserve training support agreements.

(4) Authorize "by direction" authority to designated representatives to sign the appropriate Reserve training support agreements.

b. Commanding Generals, 4th Marine Division and 4th Marine Aircraft Wing

(1) Develop an ATD baseload plan through direct liaison with commanders of the Fleet Marine Forces, Marine Corps installations, other military installations, and with the Director, Marine Corps Reserve Support Center (MCRSC) to obtain training support required to conduct ATD.

(2) Budget and fund for equipment support of ATD in accordance with paragraph 5202 of reference (c). Provide to the Director, MCRSC a financial plan identifying the appropriate funding level by pay/allowance and travel/per diem maximums for each site to meet Individual Ready Reserve (IRR) personnel augmentation costs.

(3) Annually submit to the Commandant of the Marine Corps (Code TPI) by 15 December the following baseload management data in the format of the sample provided in enclosure (1). Report Control Symbol MC-1540-05 has been assigned to this report:

(a) CURRENT FISCAL YEAR ATD BASELOAD PLAN

(b) CURRENT FISCAL YEAR PLUS ONE ATD BASELOAD PLAN

(4) Submit all subsequent changes which include a variance of 10 percent or more in baseload totals, modification of ATD dates and/or type training to the Commandant of the Marine Corps (Code TPI). A formal reporting format is not required for updating this data.

(5) Publish a pre-ATD conference schedule established through coordination with commanders of the Fleet Marine Forces, Marine Corps installations, other military service installations and with the Director, MCRSC, as applicable.

(6) Review personnel and equipment augmentation requirements prior to pre-ATD conferences to determine those support requirements which cannot be met from SMCR resources. Inform the Director, MCRSC of projected IRR personnel augmentation requirements.

(7) Participate in pre-ATD conferences to develop formal Reserve training support agreements which are feasible and mutually agreeable to all participants.

(8) Authorize "by direction" authority to designated representatives to sign the appropriate Reserve training support agreement.

(9) Administer, supervise and terminate Reserve augmentation personnel in accordance with Reserve training support agreements.

(10) Conduct and supervise unit ATD in accordance with Reserve training support agreements and pertinent standing operating procedures (SOP's) of respective military service installations.

(11) Ensure that each member of an SMCR unit serves on active duty for training not less than 14 days (exclusive of travel time) during each year.

(12) Annually submit to the Commandant of the Marine Corps (Code TAP) by 1 February an overview report of ATD for the previous fiscal year in the format contained in enclosure (2). Report Control Symbol MC-1540-06 is assigned to this report.

(13) Ensure that estimated obligations and expense data for Reserve augmentation support for ATD are included as separate line entries for pay groups 118/248 in the Man-day Management Report.

(14) Coordinate termination of IRR members with the Director, MCRSC, providing a follow-on report of deficiencies for those personnel terminated for cause.

c. Commanding Generals/Commanding Officers of U.S. Marine Corps Installations and Landing Force Training Commands

(1) Review SMCR ATD baseload planning data and determine to what degree projected training requirements can be supported from installation resources normally provided to tenant or visiting units of the Regular components.

(2) Serve as point of contact and coordinator for personnel, training and logistic matters between tenant units, base units and SMCR using units for the planning and conduct of ATD.

(3) Host and participate in a pre-ATD conference during which representatives from all units conducting or supporting ATD will review specific training requirements with regard to resource availability. Formulate during this conference the Reserve training support agreement which is mutually agreeable and signed by base, FMFPac/Lant and SMCR representatives.

(4) Authorize "by direction" authority to designated representatives to sign the appropriate Reserve training support agreements.

(5) Provide personnel, training and logistic support in accordance with the provisions contained in Reserve training support agreements.

d. Director, Marine Corps Reserve Support Center

(1) Review Reserve ATD personnel support requirements as projected by the CG's 4thMarDiv/4thMAW for IRR personnel. Identify requests that cannot be met from the IRR.

(2) Participate in pre-ATD conferences, as required, and assist in the development of formal Reserve training support agreements which are feasible and mutually agreeable to all participants.

(3) Provide and terminate IRR augmentation personnel in support of SMCR ATD in accordance with provisions contained in respective Reserve training support agreements. Provide copies of orders and any modifications to the CG's 4thMarDiv/4thMAW.

e. Coordinating Instructions

(1) All reserve training support agreements will be developed in accordance with the guidelines provided in enclosure (3) and approved by appropriate commanders during pre-ATD conferences. Pre-ATD conferences will be scheduled to conclude by 1 March of the fiscal year in which each ATD assignment is scheduled, or not later than 90 days prior to ATD assignments scheduled for other than the summer months.

(2) Changes, modifications and deletions to each Reserve training support agreement may be made upon mutual consent by the commands concerned.

(3) Continuous direct liaison is authorized and encouraged to ensure proper implementation of each agreement.

(4) In those rare instances where a Reserve training support agreement cannot be finalized, the matter will be forwarded by joint letter to the Commandant of the Marine Corps (Code T) for consideration and resolution in matters dealing with training, and (Code RES) for matters pertaining to personnel/equipment augmentation.

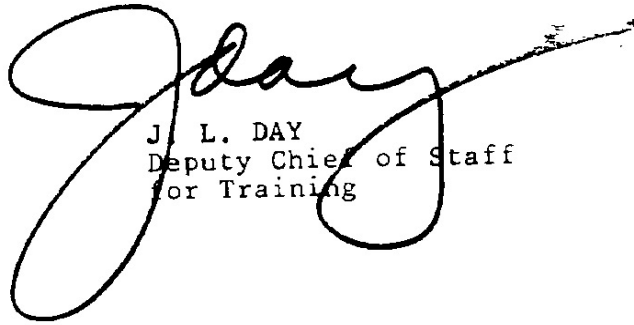
(5) Temporary active duty assignments for personnel support in connection with ATD will:

(a) Not exceed 139 days in a per diem status or 179 days in a non per diem status.

(b) Include in the orders issued to individual non per diem augmentees a statement that government quarters and messing facilities will be utilized if available to include inadequate quarters due to military necessity. Orders for reservists in a "per diem" status should read: "Adequate government quarters are directed if available."

(c) Where practical, assign SMCR and IRR personnel to Reserve annual training personnel augmentation support at the closest activity to reduce travel costs.

6. Reserve Applicabil
Marine Corps Reserve.



J. L. DAY
Deputy Chief of Staff
for Training

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| (SAMPLE FORMAT) | | | | | | | | | |
|--------------------------|---|-------------------------------------|---------------|---------------|---|-------------------------|--------------------------------|---------|--|
| Report Symbol MC-1540-05 | | BASELOAD PLAN FOR FISCAL YEAR _____ | | | | DATE PREPARED: _____ | | | |
| TRAINING INCREMENT | UNIT NAME | ATD LOCATION | TYPE TRAINING | DATES FROM TO | UNIT LOCATION | STRENGTH OFF | ENL | REMARKS | |
| 123478 | HqBtr 14thMar Btry A 1stBn 14thMar Btry X 1stBn 14thMar | CamPen CA | MISSION | 21Jul-04Aug | Dallas TX Spokane WA Los Angeles CA Increment Total | 23 8 3 34 | 74 100 70 244 | | |
| 123479 | CoI 3dBn 25thMar HqSvcCo 2dBn 25thMar | CamPen CA | RESPHIBLEX | 07Jul-22Jul | Buffalo NY Garden City NY Increment Total | 5 18 23 | 158 238 396 | | |
| 176532 | CoB 1stBn 23dMar | TBA | SOLID SHIELD | TBA | Base FY Total Austin TX Base FY Total | 57 4 4 | 640 148 148 | | |
| 187652 | CoK 3dBn 25thMar CoM 3dBn 25thMar Btry I 3dBn 14thMar | CampRipley MN | WNTR OPS | 09Feb-23Feb | Akron OH Columbus OH Reading PA Increment Total Base FY Total | 5 5 7 17 17 | 106 113 96 315 315 | | |
| 62EL-06 | VMGR-234 Det B H&MS-41 VMA-124 | MCAS ELTORO | MISSION | 28Jan-10Feb | Glenview IL Glenview IL Memphis TN Increment Total | 31 3 5 39 | 90 56 28 174 | | |
| 62EL-07 | Det MWHS-4(-) | MCAS ELTORO | MISSION | 15Apr-28Apr | New Orleans LA Increment Total Base FY Total | 0 0 39 | 12 12 186 | | |

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(SAMPLE FORMAT)

*Figures Include Regular and Reserve Component Personnel

ENCLOSURE (1)

ENCLOSURE (1)

OVERVIEW OF UNIT ANNUAL TRAINING DUTY (ATD)
FOR FISCAL YEAR 19__
Report Symbol MC-1540-06

From: Commanding General, 4th Marine Division/Commanding
General, 4th Marine Aircraft Wing

To: Commandant of the Marine Corps (Code TAP)

Subj: Overview of Selected Marine Corps Reserve (SMCR) Annual
Training Duty (ATD) for Fiscal Year 19__

Ref: (a) MCO 1540.34B

1. In accordance with the reference, an overview of annual training duty (ATD) conducted by the 4th Marine Division/4th Marine Aircraft Wing during fiscal year 19__ is submitted. (Additional references are acceptable when existing documents contain required information.)

2. ATD Attendance:

| <u>Training Group*</u> | <u>Number of Personnel</u> | <u>Percent of Total Required to Attend ATD</u> |
|-------------------------------|----------------------------|--|
| Attended Unit ATD | _____ | _____% |
| Attended Alternate ATD | _____ | _____% |
| Unauthorized Absence from ATD | _____ | _____% |
| Total required to attend ATD | _____ | |
| Not required to attend ATD | _____ | |
| Total Strength | _____ | |

3. ATD Training Sites: (Name and Location)

| | | |
|---------------------|-------------------------------|---------------------|
| <u>Marine Corps</u> | <u>Other Military Service</u> | <u>Out of CONUS</u> |
|---------------------|-------------------------------|---------------------|

4. Major Exercises: (Name and Location)

| | |
|-----------------|---------------------|
| <u>In CONUS</u> | <u>Out of CONUS</u> |
|-----------------|---------------------|

5. Training Highlights: (Optional)

6. Conclusions: (Optional)

7. Recommendations: (Optional)

* The training groups are defined as follows:

- a. Attended Unit ATD - The number of USMCR individuals that attended unit ATD. Unit ATD is defined as ATD(s) that is (are) listed on the baseload plan regardless of the increment size.
- b. Attended Alternate ATD - Any ATD not listed on the baseload plans.
- c. Unauthorized Absence from ATD - Accounts for SMCR personnel who were required to perform ATD during the fiscal year, but did not. It should be noted that all SMCR personnel are required to perform ATD unless they are in one of the categories listed in the "ATD not required" group.
- d. Total Required to Attend ATD - Add the sum of training groups 1, 2, and 3.

ENCLOSURE (2)

e. Not Required to Attend ATD - The MCO P1001R.1, MCRAMM regulates this group and includes the following:

- (1) CAT F Personnel.
- (2) CAT L Personnel.
- (3) CAT P Personnel.
- (4) Personnel at incremental IADT.
- (5) Newly joined personnel who were discharged from active duty in the same year.
- (6) Personnel having attended IADT during the same year.
- (7) Personnel having attended incremental IADT in the same year.
- (8) Personnel having accumulated 14 days or more active duty for training in the same year.

f. Total Strength - Simply the sum of training groups 4 and 5.

ENCLOSURE (2)

RESERVE TRAINING SUPPORT AGREEMENT GUIDELINES

1. The purpose of each agreement is to plan, develop and provide ATD support required to ensure effective training of Marine Reserve units.
2. Each agreement will take the form of a tri-party letter of agreement (LOA) approved and signed by the representatives from the host installation, FMFPac/Lant and SMCR. This agreement will only be changed by mutual consent of the participants.
3. Each agreement shall include, but is not limited to, the following:
- a. Designation of a host unit for each SMCR training unit.
 - b. SMCR unit training plans and schedules.
 - c. Training, logistic and personnel support to be provided from the following sources:
 - (1) SMCR assets organic to units receiving training.
 - (2) SMCR assets not organic to units receiving training.
 - (3) IRR personnel based on historical data but pending the actual fill of a particular requirement.
 - (4) Marine Corps host installations.
 - (5) Designated host units.
 - (6) Regular Fleet Marine Force assets not organic to designated host tenant units, as determined by the commanding generals of the Fleet Marine Forces.
 - d. Specific procedures for administering, supervising and terminating Regular and Reserve augmentation personnel and equipment augmentation assignments to include but not limited to:
 - (1) Utilization of a Reserve support unit (RSU) if one is located at the ATD site.
 - (2) Reporting dates for all augmentation personnel and equipment.
 - e. Provisions for joint limited technical inspections (LTI's) prior to issue and return of augmentation equipment.
 - f. Funding responsibilities and procedures for support of ATD.
 - g. The agreement will include a signature page or paragraph in the following format:

This agreement is entered into by the following signatories:

Representative of the
Commanding General, FMFPac/Lant

(SIGNATURE/NAME/GRADE) (TITLE)

Representative of the
Commanding General, 4thMarDiv/4thMAW

(SIGNATURE/NAME/GRADE) (TITLE)

Representative of the
Commanding General, Base

(SIGNATURE/NAME/GRADE) (TITLE)

ENCLOSURE (3)